



REQUEST FOR APPLICATION

Community Education Learn and Serve Regional Institute

<p>Deadline Date</p> <p>4:00 P.M. (EDT) Friday September 29, 2006</p>	<p>RFA Issued By</p> <p>KDE Division of Leadership & Instructional Support</p>
<p>Mark Face of Application Envelope With</p> <p>Community Education: Learn and Serve Regional Institute</p>	
<p>Address Questions to:</p> <p>Joan Howard</p> <p>(502) 564-4201</p> <p>Joan.Howard@education.ky.gov</p>	<p>Send Application To:</p> <p>Susan Beasley Kentucky Department of Education 16th Floor, Capital Plaza Tower 500 Mero Street Frankfort, Kentucky 40601 Phone: 502-564-2351</p>
<p>Comments/Special Instructions:</p> <p>Restricted Eligibility Only districts with a Community Education Learn & Serve grant may apply.</p>	

COMMUNITY EDUCATION: LEARN AND SERVE INSTITUTE

Funding

The Kentucky Department of Education will select **five (5)** districts to facilitate a one-day Learn and Serve institute for staff and youth including a service fair. Districts may apply for up to **\$3,000** for this purpose.

General Requirements

- The district must have a demonstrated, high quality Learn and Serve program.
- The district must provide training in the **P**reparation **A**ction **R**eflection **C**elebration (PARC) model.
- The district must provide a facility that can accommodate 50-250 participants and a student Service Learning Fair (tabletop exhibits).

Allowable Uses of Funds

- Trainer fees and expenses
- Materials and supplies required for the institute
- Printing and postage costs related to the institute
- Facility rental
- Lunch and refreshments for institute participants

Application Components

1. Description of Facility and Date (not to exceed 1 double-spaced page)
 - Location and capacity
 - Proposed date of institute
2. Narrative Project Description (not to exceed 2 double-spaced pages)
 - Audience
 - How the institute will be promoted
 - How students will be involved before and during the institute
 - Tentative institute agenda
 - Trainers, how selected
 - How the quality and effectiveness of the institute will be evaluated
 - How the student exhibits will be presented.
3. Attachments
 - Budget Summary
 - Budget Narrative
 - Tentative Institute Agenda

Evaluation of Application

A committee consisting of persons knowledgeable in Community Education and Learn and Serve will review applications based on the extent to which the following criteria are met. The Kentucky Department of Education reserves the right to consider demographic and programmatic diversity as factors in the selection of applications and to negotiate the budget with funded applicants.

CRITERIA		POINTS POSSIBLE
Part 1:	Capacity	25
<ul style="list-style-type: none"> The district has demonstrated the ability to provide a high quality service-learning program. The district has the facilities or has a plan for locating a facility that can accommodate 50–250 participants with space for tabletop exhibits. The district has identified a date for the institute. 		
Part 2:	Quality of Project	40
<ul style="list-style-type: none"> The district plan for promoting the institute targets an appropriate audience. The district plan for promoting the institute has the potential to attract 50-250 participants. The district will involve students in meaningful ways. The tentative agenda addresses the needs of participants, including a Service Learning Fair. The district will utilize highly qualified trainers. 		
Part 3:	Evaluation	15
<ul style="list-style-type: none"> The evaluation plan includes sufficient data sources to assess the quality and effectiveness of the project. 		
Part 4:	Budget	20
<ul style="list-style-type: none"> The budget allocates sufficient fiscal resources to provide a high quality institute. The budget reasonably reflects the cost of the proposed activities. The budget demonstrates a clear connection between project activities and desired results. The budget explains the specific use of funds in detail. 		
TOTAL POSSIBLE POINTS		100

KENTUCKY DEPARTMENT OF EDUCATION
Learn and Serve Regional Institute Application
Cover Sheet

School District: _____

Community
Education
Director: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email: _____ Amount Requested: \$ 3000

As confirmed by the signature below, I assure:

1. The attached application was reviewed and approved for implementation by the district superintendent, local school board, and the school council or principal, if applicable.
2. The district will comply with all assurances and certifications listed on page 5.

Signature of Superintendent

Date

Printed/Typed Name of Superintendent

ASSURANCES AND CERTIFICATIONS

1. The applicant will administer the Learn and Serve grant in accordance with all applicable statutes, regulations, program plans and applications.
2. Control of the funds received under the Learn and Serve grant and title to property acquired with such funds will be in a public agency or a non-profit private agency, institution or organization, (and that such entities will administer the funds and property) to the extent required by the authorizing law and for the purpose for which they are granted.
3. The applicant will adopt and use proper methods of administering Learn and Serve grant, including:
 - a. Enforcement of any obligations imposed by law;
 - b. Correction of deficiencies in program operations that are identified through program audits, monitoring or evaluation;
 - c. Adoption of written procedures for the receipt and resolution of complaints alleging violations of law in the administration of such programs.
4. The applicant will cooperate in carrying out any evaluation of Learn and Serve grant conducted by or for the Kentucky Department of Education (KDE), the Secretary of Education or other Federal officials.
5. The applicant will use such fiscal control and fund accounting procedures so as to ensure proper disbursement of, and accounting for, Federal funds paid to the district under the Learn and Serve grant.
6. The applicant will make reports to the KDE and the Secretary as may be necessary to enable such agency and the Secretary to (a) perform their duties and (b) maintain such records, provide such information and afford access to the records as the KDE or the Secretary may find necessary to carry out their responsibilities.
7. Before the plan or program application(s) were submitted, the district afforded a reasonable opportunity for public comment on the plan and/or application(s) and has considered such comment.
8. Where appropriate the applicant has consulted with appropriate private, non-profit school officials and has made arrangements in cooperation with such officials to assure equitable participation of children enrolled in private, non-profit schools.
9. The applicant will use fiscal control and fund accounting procedures to ensure proper disbursement of and accounting for federal/state funds to be paid to the applicant under the Learn and Serve grant.
10. The applicant assures that it has described steps to ensure it will make equitable access to and equitable participation in the project or activities to be conducted with such assistance addressing the special needs of students, teachers and other program beneficiaries in order to overcome barriers to equitable participation, including barriers to gender, race, color, national origin, disability, and age. (General Education Provisions Act (GEPA) Section 472).
11. The applicant will comply with the following legislation:
 - a. Single Audit Act
 - b. Civil Rights Act of 1964
 - c. Stevens Amendment
 - d. Debarment, Suspension, and Other Responsibility matters regulation (34 CFR 85.1)
 - e. Americans with Disabilities Act of 1990.
 - f. Gun-Free Schools Act of 1994
 - g. Pro-Children Act of 1994
12. The Assurance of Compliance (Form HEW 441) or court ordered desegregation plan applies to this application.
13. The applicant will not utilize any federal funds to lobby Congress or any federal agency.

Signature

Date

COMMUNITY EDUCATION: LEARN AND SERVE **REGIONAL** INSTITUTE

MUNIS Budget Summary
Professional Development & Youth Leadership **Regional Institute**

Instructions: Indicate the total amount to be expended for each MUNIS Object Code and briefly describe the code. Listed below are the codes approved for Learn and Serve funds.

MUNIS CODE	DESCRIPTION	AMOUNT BUDGETED
320	Non-LEA Educational Consultant	
440	Rental	
550	Printing & Binding	
610	General Supplies	
630	Food	
640	Books/Materials	
TOTAL REQUESTED		